

This job aid provides step-by-step instructions for placing a facility in holdover status. Holdover status occurs when your agency plans to continue leasing a facility and the lease contract expires before a renewal can be negotiated.

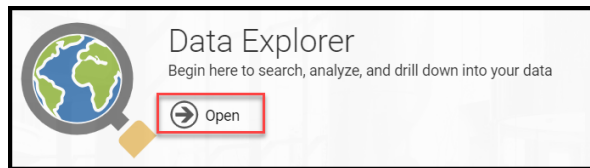
- ✓ The Holdover Status field is located in the lease contract and receivable contract tables.
- ✓ Users can update the Holdover Status field by launching the Lease Review or Receivable Review wizard. These fields cannot be manually edited outside of the wizard.
- ✓ For long-term leases with no end date (e.g., with the federal government), enter a lease and payment end date 10 years out from when the system is being updated.
- ✓ For indefinite month-to-month lease instructions, refer to the [Month-to-Month Leases](#) job aid.

Lease Contract 1
 Receivable Lease Contract..... 3

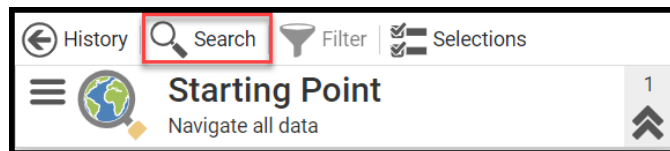
Lease Contract

Use the search option to navigate to your agency.

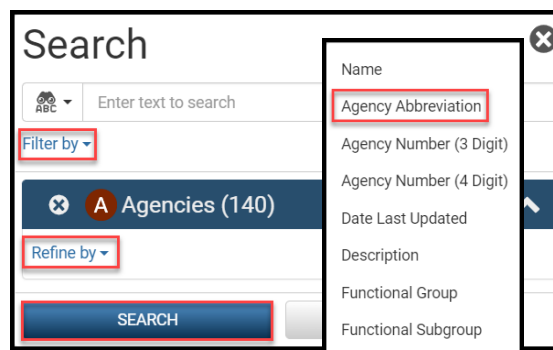
1. Select: Open.



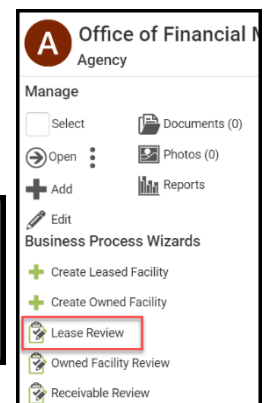
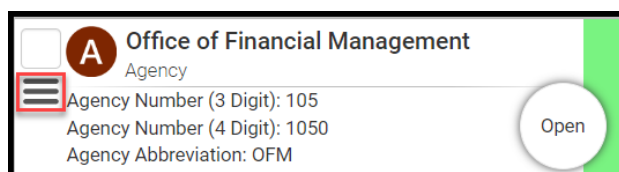
2. Select: Search.










- 3. Select:** Filter by.
- 4. Select:** Agency.
- 5. Select:** Refine by.
- 6. Select:** Agency Abbreviation.
- 7. Select:** Your agency abbreviation from dropdown.
- 8. Select:** Search.



- 9. Select:** Menu.
- 10. Select:** Lease Review.



11. Select: Details button next to applicable lease contract.

Lease Contracts				
Search Lease Numbers				
Enter Search Text				
Lease Name	Lease Number	Lease Start Date	Lease End Date	Details
DEL 13-0007	DEL 13-0007	02/01/2013	06/30/2026	
DEL WA-18318	DEL WA-18318	05/05/2022	05/05/2023	
Lease Contract Name	Lease Number	03/04/2024	03/05/2029	
SRL 18-0118	SRL 18-0118	12/01/2018	11/30/2023	
SRL 20-0044	SRL 20-0044	11/01/2020	10/31/2026	
SRL 21-0121	SRL 21-0121	01/01/2022	12/31/2025	
Training Lease Renewal	Test OFM Lease	06/01/2023	05/30/2028	

12. Input: Holdover Status.
→ Select “yes.”

Note: Do not update the original lease end date.

Holdover Status

13. Input: Comment.
→ Add a rationale for why the lease is in holdover.
→ This is the last field in the table.

Comment

14. Select: Next (five times).

15. Select: Save Changes.

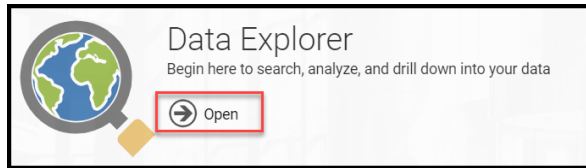
16. Select: Next.

17. Select: Save And Close.
→ You must go all the way through the wizard and select Save and Close in the Data Review section in order to save your changes to the database.

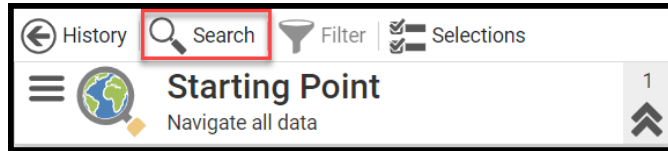
Receivable Lease Contract

Use the search option to navigate to your agency.

1. Select: Open.



2. Select: Search.



3. Select: Filter by.

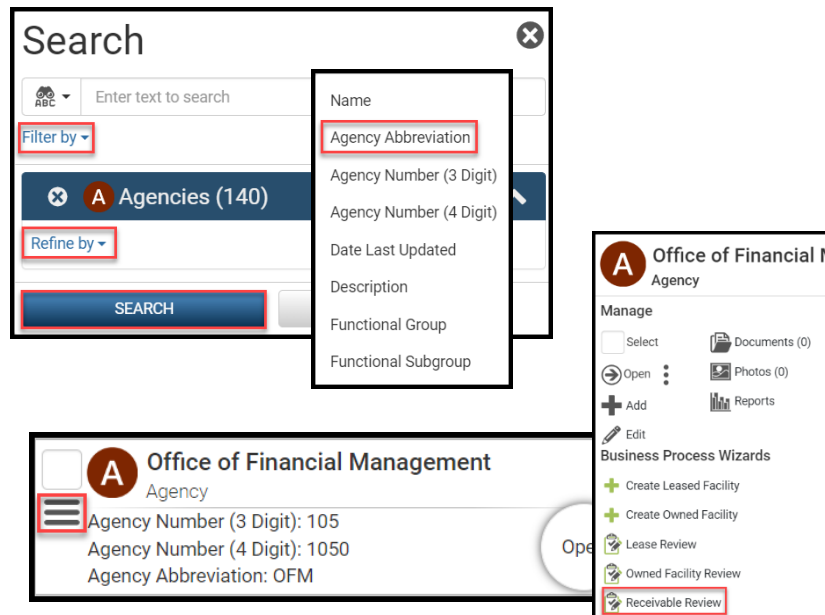
4. Select: Agency.

5. Select: Refine by.

6. Select: Agency Abbreviation.

7. Select: Your agency abbreviation from dropdown.

8. Select: Search.








9. Select: Menu.

10. Select: Receivable Review.

11. Select: Details button next to applicable receivable contract.

Receivable Contracts

Search Receivable Contract Numbers
Enter Search Text

Receivable Name	Receivable Contract Number	Receivable Contract Start Date	Receivable Contract End Date	Details
SSL 20-0044	SSL 20-044	11/01/2020	10/31/2025	
SSL 21-0121 A	SSL 21-0121 A	01/01/2022	10/31/2023	
Test OFM Receivable Co...	Test OFM Receivable Co...	01/01/2023	06/30/2023	
Test Receivable Lease - S...	Test Receivable Lease - S...	01/01/2020	11/30/2023	
Test Receivable Renewal	Test Receivable Number	01/01/2023	05/31/2023	

12. Input: Holdover Status.

→ Select “yes.”

Note: Do not update the original receivable lease contract end date.



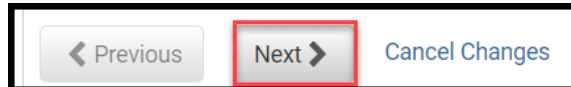
13. Input: Comment.

→ Add a rationale for why the receivable contract is in holdover.

→ This is the last field in the table.



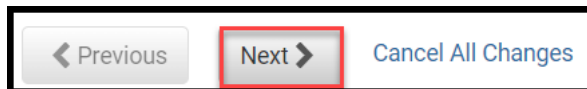
14. Select: Next (five times).



15. Select: Save Changes.



16. Select: Next.



17. Select: Save And Close.

→ You must go all the way through the wizard and select Save and Close in the Data Review section in order to save your changes to the database.

